

# **IE UNIVERSITY**

## REGULATIONS FOR CONTINUATION OF STUDIES AND PROGRESS

### TITLE VI OF GENERAL ACADEMIC REGULATIONS FOR BACHELOR DEGREE PROGRAMMES

OCTOBER 2012\*

Reviewed and approved by the Rector's Committee on July 6<sup>th</sup>, 2020

## **TITLE VI: CONTINUATION OF STUDIES AND PROGRESS**

### **Article 45.     *“Students continuing to study at IE University”***

45.1. Whether a student may continue to study at the University shall be subject to their ability, personal achievement and compliance with the internal regulations of the institution, in particular enrolment regulations and the Code of Ethics.

45.2. The University shall ensure that the students' time commitment is efficiently used in their education so they can acquire skills and knowledge in the timeframes specified for the implementation of the respective programmes. Hence, students who do the academic activities in the normal course of the academic programme shall be able to achieve best performance levels without going over the stipulated time limits. This does not exclude any adjustments to cater for the personal situation of each student.

45.3. Students are required to take and pass all the subjects in the programme at the scheduled examination sessions in order to obtain their official diploma.

45.4. In general, and unless otherwise stated in these regulations, in each academic year students shall have to pass a minimum number of courses whose ECTS credits account for at least seventy percent (70%) of the ECTS credits established for the year in the degree programme and on which they have therefore been enrolled according to the type of enrolment.

45.5. Failure to reach the threshold of seventy percent (70%) of ECTS credits out of the ECTS credits established for the corresponding year in the degree programme shall mean students may not continue their studies in the Bachelor programme they have enrolled on, regardless of the number of examination sessions taken.

45.6. In the case of Bachelor programmes whose programme is taught in more than four academic years and in other duly justified exceptional cases, the academic heads of the degree courses may increase the threshold for ECTS credits in subjects not passed in an academic year by up to ten percent (10%).

## CHAPTER 1. EXAMINATION SESSIONS

### **Article 46.     *“Ordinary and extraordinary examination sessions”***

46.1. Each course may be taken for a maximum of two consecutive academic years, except in duly authorised cases. As a rule, in each academic year there will be an ordinary and an extraordinary examination session for each course enrolled on in the programme. This means students shall have four examination sessions per course except for the exceptional cases listed below.

46.2. Ordinary examination session means doing all the academic activities and assessment instruments in the course syllabus in a four-month period or an academic year, depending on the length of the course specified in the programme.

46.3. Sitting a course in an ordinary examination session shall be reflected by a numerical grade that is the average resulting from the percentage distribution of the assessment instruments. The course shall be deemed passed when this grade is equal to or greater than five (5.0) "Pass" and when the prerequisites for attendance and any other requisites that may be established prior to enrolment on courses in each academic year have been met.

46.4. If a student does not pass a programme course they have enrolled on in its ordinary examination session, they shall have an extraordinary examination session at the end of the same academic year, except in the cases expressly mentioned below. The academic activities contained in the course syllabus shall not be repeated for this extraordinary examination session, although other academic support and tutorial monitoring measures may be provided, and grades shall be determined by doing the assessment instruments provided for that purpose in the course syllabus.

46.5. The student shall pass this extraordinary examination session when their grade is equal to or greater than (5.0) "Pass" and they have met the prerequisites established before the courses are taught in each academic year.

46.6. If the student does not pass the programme course in the extraordinary examination session, they shall have to enrol on it again in the following academic year unless it comes under one of the exceptional cases. Second enrolment in a course after failing to pass the examination sessions in the previous academic year does not guarantee they will do all the academic activities and assessment instruments included in the syllabus.

46.7. Prior to the start of the enrolment period, the academic heads of the Bachelor programme shall set the conditions under which academic activities and assessment instruments are to be carried out for the third and fourth examination sessions of the courses, notwithstanding any academic support and tutorial monitoring measures that may be arranged throughout the academic year. While the academic heads of the Bachelor programme shall give preference to passing courses with pending examination sessions, doing academic activities for first enrolment courses shall take precedence over activities for second enrolment courses in cases of clashes in the academic scheduling of these activities.

46.8. The examination sessions referred to in this section shall be computed successively and shall be activated in each case by enrolment for the course. Students may not cancel examination sessions or cite not doing the assessment instruments planned for the course to avoid failing it and thus using up the examination session of the course on which they have enrolled.

46.9. If the student has not completed all the assessment instruments or some of the prerequisites for attendance or other requisites that may be established prior to enrolment, the grade for this examination session shall be zero (0.0) "Fail". This grade shall also be given in cases where there is a final test with a determining percentage in the assessment of students and the student either does not turn up or leaves the session for no justifiable reason. However, the application of this rule may be waived by the academic head of the Bachelor programme in the event of serious illness or another duly demonstrated cause that has prevented participation in academic activities and associated assessment instruments.

46.10. A classification of "absent" which will mean that the process of using up examination sessions is stopped may only be decided by the academic heads of the Bachelor programmes in exceptional and duly justified circumstances. In these exceptional cases and depending on the circumstances, the activation of examination sessions shall be subject to the renewal of enrolment without changing the number of examination sessions available.

46.11. Elective courses students have enrolled on will have an ordinary and an extraordinary examination session in each academic year. If a student does not pass the elective courses at its extraordinary examination session, they will have to enrol in the following academic year for a course of the same type and with the same allocation of ECTS credits from those offered in that academic year. This may include the course failed if offered in the year. After enrolling for a second time in the following academic year, students shall have only two more examination sessions to earn the ECTS credits assigned to the elective course from the previous academic year. The regulations for attendance at academic activities and doing assessment instruments shall apply in full.

46.12. Compulsory curricular internships can be done for at most two consecutive academic years and only in an ordinary examination session in each academic year. If not passed in the ordinary examination session in the first academic year, compulsory curricular internships shall be done in the following academic year at an organisation other than the one chosen in the preceding year.

46.13. Optional curricular internships can be done for at most two consecutive academic years and only in an ordinary examination session in each academic year. If not passed in the ordinary examination session in the first academic year, credits can only be earned in other elective courses with an ordinary and an extraordinary examination session in that academic year.

46.14. The Final Project can be done for at most two consecutive academic years with its ordinary and extraordinary examination sessions in each year. However, due to its special features and because it is done in the final year, the specific regulations on Final Projects may provide for a special system for the use of scheduled examination sessions.

46.15. Additional academic activities shall be done in a single ordinary examination session during the academic year for which they are scheduled under the specific conditions to be established. Failure to pass these activities due to inadequate performance or breach of the attendance and participation requirements shall have no effect on students continuing to study on the Bachelor programme. The activity shall be noted as not done for the purposes of certificates and documentary records.

#### **Article 47. “Additional examination session”**

47.1. Students who have not passed a course in the examination sessions in the two enrolment periods provided for may exceptionally ask the Rector for a single additional examination session in order to pass the course. The use of this option is not automatic and excludes any other means provided for in the regulations of the University to pass a course, including by compensation.

47.2. Students must submit their written request to the Rector with reasons based on concrete and substantive considerations within twenty (20) working days from the date for finalisation of student achievement records specified in the academic calendar and after exhausting all avenues for reviewing and appealing against grades.

47.3. The Rector shall make their decision based on the written report of the academic head of the Bachelor programme and after discussion in the Rector's Committee, taking into consideration the reasons cited by the student and the exceptional nature of this measure.

47.4. If this additional examination session is exceptionally conceded, the Rector's ruling shall enable the academic head for the Bachelor programme, in conjunction with the Office of the Vice-Rector responsible for academic affairs, to establish the conditions for holding the additional examination session including academic support and monitoring measures, assessment instruments and grading by an academic board.

47.5. If the course is not passed in this examination session, the regulations about continuing to study at the University shall be fully applicable and students shall not be able to continue their studies in the Bachelor programme they have enrolled on.

**Article 48.      “Suspension of enrolment in the last examination session”**

48.1. Students who have enrolled for the last examination session for a core or compulsory course may ask the academic head to suspend enrolment for this course before completing the assessment instruments for the course in the examination session for justifiable reasons, excluding internships and the Final Project. A favourable ruling by the academic head of the Bachelor programme shall mean the examination session remains valid for the time decided and it shall also establish the academic conditions for its application.

48.2. Students who meet the conditions laid down may request suspension of enrolment on courses for a maximum of five percent (5%) of the ECTS credits in their programme. The academic heads of the Bachelor programmes may grant suspension within these limits. In case of disagreement with the decision of the academic head of the Bachelor programme concerned, students may appeal to the Office of the Vice-Rector responsible for academic affairs.

48.3. The Rector's Committee shall be informed of any suspensions of enrolment and their scope, ensuring full compliance with and enforcement of the University's regulations on enrolment and the actions of the IE University Academic Compensation Board.

**Article 49.      “Examination sessions in cases of simultaneous studies”**

49.1. Students enrolled on two Bachelor programmes at the same time and taking courses in both programmes shall have the ordinary and extraordinary examination sessions contemplated in these regulations for each of the courses of the respective programmes in both Bachelor Degrees.

49.2. At the request of the academic heads of the Bachelor programmes concerned and with the agreement of the Office of the Vice-Rector responsible for academic affairs, the Rector may relax the enforcement of enrolment regulations on a limited basis and in consideration of the personal circumstances of the students concerned. The exceptions granted shall be sent to the General Secretariat for all relevant purposes in the enrolment process.

49.3. Students who simultaneously enrol on courses in Bachelor programme other than their main studies as additional academic shall have only the ordinary and extraordinary examination sessions for the year of enrolment under the conditions set out in these regulations. Failure to pass this course in the same academic year means it shall be classified as not done for the purposes of its inclusion in the European Diploma Supplement, but will appear on their transcript as a course the student has enrolled on and failed.

**Article 50.      “Examination sessions in cases of adaptation of studies”**

50.1. Students joining a Bachelor programme from a programme that is either defunct or becoming defunct shall do so under the conditions determined by the academic head of the Bachelor programme under the adaptation procedure set out in the relevant degree Validation Report and considering the student's prior academic background and the results they have achieved.

50.2. When students join a Bachelor programme without having passed one or more courses in the four examination sessions provided for by the University's regulations, these courses may not be adapted to the Bachelor programme.

50.3. In general, in cases of adaptation of studies students shall have ordinary and extraordinary examination sessions for each course in the programme under the conditions set out in these regulations.

**Article 51.      “Examination sessions for part-time students”**

Part-time students shall have ordinary and extraordinary examination sessions recognised by the University's regulations for each course in the programme they have enrolled on. This means they shall have two examination sessions per course in each academic year with the same scope and effects as set out in the general regulations.

**Article 52.      “Examination sessions for students with special educational needs”**

52.1. Students with special educational needs shall have ordinary and extraordinary examination sessions recognised by the regulations of the University for each course they have enrolled on. Thus, they shall have two examination sessions per course with the same scope and effect.

52.2. The academic heads of the Bachelor programmes may tailor teaching activities and assessment instruments to ensure students acquire skills and knowledge with a performance level appropriate to their circumstances, paying special attention to students with disabilities.

**Article 53.      “Examination sessions for mobility activities”**

53.1. IE University students who are taking courses abroad on international programmes arranged by the University shall be subject during their stay at the host institution to the regulations established by the regulatory agreement for the mobility programme or, failing that, by the relevant rules and regulations of the host institution. IE University shall coordinate with host institutions to jointly tailor their respective rules for continuation of studies at the university to the students' academic track in order to ensure these rules are applied in the same way. Enrolment at IE University of ECTS credits to be taken at the host institution will not give the students the right to take an extraordinary examination session for a Bachelor programme course of IE University.

53.2. Students from other universities or foreign institutions who are taking courses at IE University under international programmes shall be subject to the regulations established by the regulatory agreement for the mobility programme or alternatively by these regulations during their time at IE University. They will only have an ordinary examination session in the academic year when they studied at IE University.

53.3. Students on a mobility programme who wish to continue their studies at IE University shall have their academic performance reviewed by their original university to determine their continuity at the University. They shall also be subject to its rules for admission to official Bachelor programmes, continuation of studies at the University and recognition of credits and studies.

**Article 54. *“Examination sessions in cases of joining from another university”***

54.1. Students applying to do a Bachelor programme at IE University who come from another university shall be informed of the rules for continuation of studies at the University and accepting them shall be a specific condition of admission. The academic heads of the Bachelor programme shall examine their prior academic performance at their original university in order to assess their application and recognise credits if need be.

54.2. In general, in these cases students shall have ordinary and extraordinary examination sessions in each course of the programme under the conditions set out in these regulations. When students join a Bachelor programme without having passed one or more courses in an ordinary examination session and another extraordinary one, they shall only have the remaining examination sessions in the year of enrolment to comply with the regulations for continuation of studies at the University; that is, one ordinary examination sessions and one extraordinary examination session.

**Article 55. *“Effect of examination sessions on students continuing to study”***

55.1. Students who have failed a programme course of whatever kind in the examination sessions and under the conditions set out in these regulations may not continue their studies in the programme they were enrolled on at IE University.

55.2. Students who have been forced to abandon their studies in a Bachelor programme for this reason may begin new studies in other programmes offered by the University after receiving permission from the academic head of the Bachelor programme they are applying for, who shall assess their application in light of their previous academic record and the number of places available.

55.3. All ECTS credits obtained by students doing official Bachelor programmes (even if they have not led to the corresponding bachelor's degree) completed at IE University shall be included in their transcript and reflected in the European Diploma Supplement if the student earns a bachelor's degree.



**Article 56.      *“Continuation of studies at the University and quality assurance of teaching”***

The percentages of student continuity shall be one of the indicators used to assess the quality of teaching on a degree. Each year the academic head of the Bachelor programme shall assess continuity in the academic year as part of degree monitoring. Furthermore, the evolution of continuity over the previous four academic years shall be considered in the review of the Bachelor programme.

**CHAPTER 2.   STUDENT PROGRESS**

**Article 57.      *“Progress”***

Progress is the headway made by each student in doing the programme and is confirmed by passing the courses at each level based on the specific characteristics of the sequential development of the programme for each degree.

**Article 58.      *“Progression to the following year”***

58.1. To move on to the following year students have to pass the minimum threshold of ECTS credits set by regulations about continuation of studies at the University in each academic year.

58.2. Students entering a higher year in the programme of their degree and who have unfinished courses from the previous year must enrol on these courses together with the courses for the new year, unless enrolment was suspended for the previous examination session.

58.3. Doing academic activities for courses in the new year of enrolment shall take precedence over all activities for second enrolment courses in cases of conflict in the academic scheduling of these activities, notwithstanding the academic support and monitoring measures the academic head of the Bachelor programme may arrange throughout the academic year.

**Article 59.      *“Prerequisites”***

59.1. The academic heads of the Bachelor programmes may decide that in order to do a course in a subsequent year the student must have passed another one from the previous year to make sure they have adequate prior education based on the programme design and sequential implementation specified in the Validation Report for the degree. Hence students may not enrol on the course in the subsequent year without having first passed the other one from the previous year. This provision shall also apply in cases of application for credit recognition.

59.2. Access to the possible tracks and specialities shall be regulated by the rules included in the design of programmes in the Validation Reports and the University's specific applicable regulations.

59.3. The Office of the Vice-Rector responsible for academic affairs, together with the head of coordination of Bachelor programmes, shall ensure that the application of programmes is compatible with the University's regulations for student progress and continuation of studies.

59.4. The academic heads of the degree courses, under the supervision of the head of coordination of bachelor's degree courses and in conjunction with the heads of student orientation and monitoring, shall ensure proper development of the academic profiles of students as part of the consistent implementation of the respective syllabuses.

#### **Article 60.     *“Retaking a year”***

60.1. Students who have not earned the minimum percentage threshold of ECTS credits required by the rules for continuation of studies at the University and who have not applied for suspension of enrolment under the established conditions may only ask the Rector exceptionally and for due cause to enrol again on the programme for that year in the following academic year.

60.2. Students must submit their written application to the Rector based on concrete and substantive considerations within twenty (20) working days from the date of finalisation of student achievement records established in the academic calendar and after exhausting all avenues for reviewing and appealing against grades.

60.3. The Rector shall make their decision based on the written report of the academic head of the Bachelor programme and after discussion in the Rector's Committee, taking into consideration the reasons cited by the student and the exceptional nature of this measure.

60.4. If the student is allowed to enrol on a year they have previously done, the Rector's ruling shall be sent to the General Secretariat for all relevant purposes in the enrolment process and shall enable the academic head of the Bachelor programme to set the conditions under which this year is to be done, in conjunction with the Office of the Vice-Rector responsible for academic affairs.

60.5. If the application is rejected, the University's regulations about continuation of studies shall remain fully applicable and hence the student shall not be able to continue studying for the Bachelor programme on which they enrolled.